

CITY OF HANOVER

Mayor

Brad Heiman

Council Members

Tony Bruna

Kylie Fritschi

Kim Lohse

Nick Rohr

Phillip Swearingen

City Clerk

Katlin Bruna

CITY OF HANOVER
201 S RAILROAD ST.
PO BOX 416
HANOVER KS 66945
(785)-337-2261

Date: September 13, 2019

To: _____

The City of Hanover is working to update our utility billing system. With this upgrade citizens will now have the opportunity to choose how you would like your bill each month.

The new version of our utility billing system now has the option of automatic withdrawal; this means that all the automatic payments will be made through our utility billing system. Therefore, if you have been having your utility bill for the City of Hanover withdrawn from your account at Citizen State Bank you may still do so, but it will have to be through the City of Hanover's utility billing system. None of the utility bills for the City of Hanover will be done at Citizen State Bank in Hanover.

If the below portion is not filled out and returned to the City Clerk by September 23, 2019 then your utility bill will be left at the city clerk's office and you will need to come in or mail your payment.

If you have any questions or concerns, please contact the City Clerk's office.

Sincerely,

Katlin Bruna
City Clerk

CITY OFFICE HOURS

MONDAY-FRIDAY
10:00AM-4:00PM

FIRST SATURDAY
10:00AM-12:00PM

Please fill out and send back to the City Clerk Office

Following Options for Utility Bills

Name: _____

Physical Address: _____

Mailing Address (if different than above): _____

Phone Number: _____

1. Please send my utility bill to my house and I will pay at the City Clerk's office—by mail, drop box, or during office hours _____
2. Please save a stamp and keep my utility bill at the City Clerk's office and I will pay at the City Clerk's office—by mail, drop box, or during office hours _____
3. Please have my utility bill come out of my account automatically _____
 - a. Attached to this letter is the Automatic Transfer Authorization form. If you would like to have your utility bill automatically transferred, please fill out the form and return to the City Clerk's office **NO LATER** than September 23, 2019.

Reminder—if you currently have your utility bill automatically withdrawn from your Citizen State Bank account and would still like to do this you **MUST** fill out the form attached and return to the City Clerk's office